



1. Rationale

The Simcoe County District School Board encourages opportunities to work with partners to share facilities to benefit students and the community. Offering space in schools to partners can reduce facility operating costs, improve services and supports available to students, strengthen relationships between school boards and community partners and the public, maximize the use of public infrastructure through increased flexibility and utilization, and provide a foundation for improved service delivery for communities.

2. Policy

Within the context of the board's responsibilities for student achievement, well-being of students and staff, safety, and pupil accommodation strategies, it is the policy of the Simcoe County District School Board that it may enter into facility partnerships to share facilities with community partners when building new schools, undertaking significant renovations, and when considering the use of unoccupied space in schools.

3. Definitions

- 3.1 Facility partnership means mutually beneficial relationships developed to improve services and supports available to students and to maximize the use of school board facilities.
- 3.2 Entity means any government agency, municipality, college, university, publicly funded school board, community service, childcare operator or other group deemed suitable by the board as potential partners.
- 3.3 Co-building means capital projects in which the board and partner(s) has agreed to share in the cost and ownership of their respective portions of the facility.
- 3.4 Unused space means portions of a facility that are deemed surplus to the board's needs or space which is not deemed surplus but anticipated to be underutilized or remain unoccupied for an extended period of time.

4. Guidelines

4.1 Board Planning

- 4.1.1 Through the board's capital planning process, facilities will be identified that may be suitable for partnerships with respect to new construction and unused space in schools and administrative buildings.
- 4.1.2 The board will consider enrolment projections, school capacity, school utilization, renewal needs/facility condition, zoning and site use restrictions, potential consolidations and the construction of new schools, and additions or renovations when determining facility suitability.

4.2 Partner Suitability

4.2.1 The board will determine what entities are suitable and not suitable facility partners taking into consideration the value of the partnership to the students. When determining partner suitability the board will consider:

4.2.1.1 The health and safety of the students.

4.2.1.2 The appropriateness for the school setting.

4.2.1.3 The student achievement strategy.

4.2.1.4 Both for-profit and non-profit entities.

4.2.2 Entities will be required to demonstrate to the board how the partnership will support student achievement and well being.

4.2.3 In the event more than one potential partner expresses interest in the same space in a board owned facility, priority will be given to the entity which, in the opinion of the director in consultation with the school superintendent and the local trustee(s), provides the greatest opportunity for enhancement of the student experience, measured against the board's primary responsibility for student achievement and well-being.

4.2.4 Partners will be required to demonstrate to the board that they are in good financial standing and able to cover all costs associated with a potential partnership.

4.2.5 Entities that provide competing education services such as tutoring services, private schools or private colleges, and credit offering organizations that are not government- funded will not be considered for facility partnerships.

4.3 Notification Process

4.3.1 The board will annually post information on its website regarding its intention to build new schools, to undertake significant renovations, and information regarding unused space in open and operating board facilities that are available for facility partnerships. The board will provide information about the available space, including but not limited to, size, location, facility amenities and, if needed, required renovations.

4.3.1.1 The board will post the name and contact information of the staff member at the board who will respond to questions.

- 4.3.2 The board will inform entities on a notification list when information posted on the website is updated. The notification list, which may be prioritized, will include:
 - 4.3.2.1 The entities listed in Ontario Regulation 444/98 - Disposition of Surplus Real Property.
 - 4.3.2.2 Childcare operators and government agencies which requested to be added to the notification list.
 - 4.3.2.3 Any other entity the board has approved and which complies with section 4.2.
- 4.3.3 The board will hold a public meeting once a year to discuss potential facility partnership opportunities with the community and/or to listen to what needs or plans community partners may have. Entities on the notification list, and the general public, are to be notified of the date, time and location of the meeting.
 - 4.3.3.1 The board will enable community partners to provide information during the public meeting regarding their plans or proposals to build their own new facilities.
 - 4.3.3.2 The board will provide clear timelines to potential partners regarding capital projects.
- 4.3.4 When new schools are planned, or schools will be involved in an Accommodation Review, the board will seek expressions of interest in partnership opportunities.

4.4 Co-Building With Community Partners

- 4.4.1 When considering building a new school or undertaking significant renovations or additions, the board will notify entities on the notification list 1-3 years prior to the potential construction start date. The notification will be supported by a Board resolution. The board recognizes that:
 - 4.4.1.1 An identified source of funding or Ministry of Education approval is not required when notifying entities of the board's plans.
 - 4.4.1.2 Once notified of entities' interest in co-building with the board, the board will evaluate the expressions of interest to select partner(s) based on this policy.

4.5 Sharing Unused Space in Existing Schools

4.5.1 The board will review underutilized open and operating schools and administrative facilities. The board will consider facilities that:

4.5.1.1. Have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places.

4.5.1.2 Are otherwise suitable for partnerships based on the needs of the entities and in which partnerships would not adversely affect:

4.5.1.2.1 The current and future use of the facility and occupancy for providing educational programming.

4.5.1.2.2 Other Ministry of Education initiatives.

4.5.1.2.3 The ability to separate space used by partners from space used by students and other factors that make the school suitable for sharing during the school day.

4.5.2 The board will consider declaring space surplus and circulating it for lease through Ontario Regulation 444/98 – Disposition of Surplus Real Property if the space is both suitable for facility partnerships and is available for the long term. Declaring will be supported by a Board resolution.

4.5.3 The board will follow the notification process outlined in section 4.3 if the space is suitable for facility partnerships but is not surplus to the board's needs. The notification will be supported by a Board resolution.

4.5.4 The board will evaluate expressions of interest of entities and may enter into a license or joint use agreement.

4.6 Partnership Agreements and Cost-Recovery

The board will provide clear instructions to potential partners regarding their rights and responsibilities as tenants.

4.6.1 Partnerships should be based on a full cost recovery basis for the board. Operations, administrative, and capital costs resulting from a partnership are expected to be borne by the partner.

4.6.2 Additional costs relating to major and minor renovations, protecting student safety and otherwise making the space suitable for use by facility partners, should be borne by the partners.

4.6.3 In co-building, partners are required to pay for and finance their share of construction, including a proportional share of shared space.

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4.6.4 Partnership agreements that require substantial capital investment in facilities, exceed a term of one year, and/or require space in excess of two regular classrooms, will be supported by a Board resolution.

4.6.5 All discussions with potential partners will remain confidential until such time as an action is required.

4.7 Standard Terms and Agreements

4.7.1 The board reserves the right to terminate partnership agreements upon breach of any covenants contained in the agreement.

4.7.2 Standard terms of all partnership agreements will include:

4.7.2.1 The partnership will not compromise the board's student achievement strategy.

4.7.2.2 Compliance with other board policies that govern use of facilities.

4.7.2.3 Timely payment of fees.

4.7.2.4 Full compliance with health, building code, fire code regulations and all other municipal, provincial and federal laws and regulations.

4.7.2.5 Partner agreement for responsibility of leaseholds, repairs and general maintenance as set out in the agreement.

4.7.2.6 The partner shall communicate, cooperate and consult with board administration and school principals regarding services and/or programs offered by the partner.

4.7.2.7 The partner shall carry appropriate insurance coverage.

4.7.3 The board reserves the right to terminate an agreement if an Accommodation Review results in a school closure and/or consolidation of schools in which a partner is located.

4.7.4 The board reserves the right to terminate an agreement if the space occupied by partner is required for the accommodation of students due to:

4.7.4.1 An Accommodation Review.

4.7.4.2 Attendance area changes.

4.7.4.3 Increases in student enrolment.

4.7.4.4 Need in case of emergency.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

APPROVED JUNE 23, 2010